

## Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

### Section I: Efforts to Reach Regulatory Goals

*EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government*

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWD) Answer    No

b. Cluster GS-11 to SES (PWD) Answer    No

\*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWTD) Answer    No

b. Cluster GS-11 to SES (PWTD) Answer    No

Grade Level Cluster(GS or Alternate Pay Plan)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	2806	298	10.62	58	2.07
Grades GS-11 to SES	9152	486	5.31	114	1.25

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

The EEO/DMS communicates the DOJ goal through training and orientation. The information is communicated to managers, supervisors, Administrative Officers, and Human Resources Officers. The AEP manager also frequently communicates various resources to the Districts with regard to the hiring of persons with disabilities.

### Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.



## A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer Yes

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Architectural Barriers Act Compliance	6	0	0	Facilities and Support Service Staff See supplemental document for Part J
Processing applications from PWD and PWTD	90	0	0	Human Resources Officers/Specialists See supplemental document for Part J
Special Emphasis Program for PWD and PWTD	1	0	90	EEO/DMS See supplemental document for Part J
Answering questions from the public about hiring authorities that take disability into account	90	0	0	Human Resources Officers/Specialists See Supplemental document for Part J
Processing reasonable accommodation requests from applicants and employees	0	0	90	Reasonable Accommodation Coordinators See supplemental document for Part J
Section 508 Compliance	1	0	90	IT Personnel See supplemental document for Part J

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

The HR professionals in EOUSA and in each of the Districts have been trained on the various hiring authorities to facilitate recruitment and selection of PWD and PWTD candidates. The EOUSA HR Office provides the training and is a resource for the District HR Specialists.

## B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.



Answer Yes

## Section III: Program Deficiencies In The Disability Program

## Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD

### A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

As a national organization, EOUSA and the Districts use local and regional resources to identify job applicants with disabilities. We encourage the Districts to form partnerships with local and regional organizations, such as rehabilitation centers and local veterans organizations. We also provide Districts with resources such as EARN and the WRP. Districts are encouraged to register as employers with the WRP, thereby giving them access to the database of approximately 2,500 resumes of college students and recent graduates with disabilities. In addition, HR Officers/Specialists in the Districts and EOUSA routinely refer qualified candidates with disabilities to the hiring manager. For a more detailed discussion of our outreach and recruitment efforts in this area, please see the Executive Summary attached to our MD-715.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

As mentioned above, the HR Officers/Specialists in the Districts and EOUSA routinely refer qualified candidates with disabilities to the hiring manager. Through the use of Schedule A, the Districts hired several PWD or PWTD during FY 2020. For a more detailed discussion of our efforts in this area, please see the Executive Summary attached to our MD-715.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

Candidates who self-identify and provide the requisite documentation, and are qualified for the position, are referred non-competitively to the hiring official. The HR Specialist reviewing the application will determine whether the appropriate documentation has been provided according to the Schedule A regulation. Hiring managers are instructed about the advantages of selecting PWD or PWTD non-competitively.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer Yes

This is part of the mandatory training for hiring managers/supervisors.

### B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in



securing and maintaining employment.

As a national organization, EOUSA and the Districts use local and regional resources to identify job applicants with disabilities. We encourage the Districts to form partnerships with local and regional organizations, such as rehabilitation centers and local veterans organizations. We also provide Districts with resources such as EARN and the WRP. In addition, the HR Officers/Specialists in the Districts and EOUSA routinely refer qualified candidates with disabilities to the hiring manager. Moreover, the Department has an organized group of ambassadors who maintain contact with community organizations, and encourage individuals to apply for and secure employment with DOJ. For a more detailed discussion of our outreach and recruitment efforts in this area, please see the Executive Summary attached to our MD-715.

### C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If “yes”, please describe the triggers below.

a. New Hires for Permanent Workforce (PWD) Answer No

b. New Hires for Permanent Workforce (PWTD) Answer No

We continue to work towards meeting the 12% goal for PWD and 2% goal for PWTD. We provide resources for hiring officials on recruiting PWD and PWTD, and we host programs to educate hiring officials such as using the WRP database.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	30242	3.44	0.04	1.81	0.00
% of Qualified Applicants	21805	3.53	0.05	1.90	0.00
% of New Hires	444	2.03	0.00	0.23	0.00

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission- critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for MCO (PWD) Answer N/A

b. New Hires for MCO (PWTD) Answer N/A

The Department continues to work on obtaining applicant flow data.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0905ATTORNEY	0	0.00	0.00	0.00	0.00
0950PARALEGAL SPECIALIST	0	0.00	0.00	0.00	0.00
0986LEGAL ASSISTANCE	0	0.00	0.00	0.00	0.00



3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Qualified Applicants for MCO (PWD) Answer N/A

b. Qualified Applicants for MCO (PWTD) Answer N/A

The Department continues to work on obtaining applicant flow data.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Promotions for MCO (PWD) Answer N/A

b. Promotions for MCO (PWTD) Answer N/A

The Department continues to work on obtaining applicant flow data.

## Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

### A. ADVANCEMENT PROGRAM PLAN

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

The EEO/DMS and HR Office continue to dialogue about this topic to ensure that all our employees have sufficient opportunities for advancement, and recognizing that one plan may not meet all the underrepresented groups' needs.

### B. CAREER DEVELOPMENT OPPORTUNITES

1. Please describe the career development opportunities that the agency provides to its employees.

EOUSA has a mentoring program for EOUSA employees. In addition, each District has a mentoring program for attorneys and one for support staff. Employees may also take advantage of the Department-wide mentoring program. EOUSA has an Experience Exchange program, which is a tool for employees to gain experience from a different program area of EOUSA. Employees may also compete to participate in the Department-wide Leadership, Excellence and Achievement Program (LEAP).

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/ approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs						
Detail Programs						
Fellowship Programs						



Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Other Career Development Programs						
Mentoring Programs						
Coaching Programs						
Training Programs						

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWD) Answer N/A

b. Selections (PWD) Answer N/A

See the supplement to Part J attached to MD-715.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWTD) Answer N/A

b. Selections (PWTD) Answer N/A

See the supplement to Part J attached to MD-715.

## C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

a. Awards, Bonuses, & Incentives (PWD) Answer No

b. Awards, Bonuses, & Incentives (PWTD) Answer No

PWTD did not receive time off awards in the 41 or more hours category. Though in the other categories of awards, PWD and PWTD were on par with or exceeded the percentage of employees without disabilities.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	1750	17.09	14.49	9.88	19.12
Time-Off Awards 1 - 10 Hours: Total Hours	12420	123.72	102.56	67.44	139.54
Time-Off Awards 1 - 10 Hours: Average Hours	7.1	0.92	0.07	3.97	0.07
Time-Off Awards 11 - 20 hours: Awards Given	1157	11.10	9.71	15.12	9.97
Time-Off Awards 11 - 20 Hours: Total Hours	18616	179.34	156.16	240.70	162.09



Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 11 - 20 Hours: Average Hours	16.09	2.06	0.15	9.26	0.04
Time-Off Awards 21 - 30 hours: Awards Given	565	4.85	4.74	3.49	5.23
Time-Off Awards 21 - 30 Hours: Total Hours	13670	118.24	114.55	83.72	127.94
Time-Off Awards 21 - 30 Hours: Average Hours	24.19	3.11	0.22	13.95	0.06
Time-Off Awards 31 - 40 hours: Awards Given	671	6.25	5.54	5.23	6.54
Time-Off Awards 31 - 40 Hours: Total Hours	25951	239.16	214.34	204.65	248.86
Time-Off Awards 31 - 40 Hours: Average Hours	38.68	4.88	0.36	22.74	-0.14
Time-Off Awards 41 or more Hours: Awards Given	22	0.26	0.18	0.00	0.33
Time-Off Awards 41 or more Hours: Total Hours	1560	20.41	12.90	0.00	26.14
Time-Off Awards 41 or more Hours: Average Hours	70.91	10.20	0.65	0.00	13.07

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	1337	14.54	10.88	15.12	14.38
Cash Awards: \$501 - \$999: Total Amount	975890.83	10367.47	7961.63	11047.67	10176.31
Cash Awards: \$501 - \$999: Average Amount	729.91	90.94	6.74	424.91	-2.92
Cash Awards: \$1000 - \$1999: Awards Given	3363	29.34	28.29	31.98	28.59
Cash Awards: \$1000 - \$1999: Total Amount	4460506.53	38493.62	37546.94	41817.44	37559.48
Cash Awards: \$1000 - \$1999: Average Amount	1326.35	167.36	12.23	760.32	0.72
Cash Awards: \$2000 - \$2999: Awards Given	2106	18.75	17.57	15.70	19.61
Cash Awards: \$2000 - \$2999: Total Amount	4718437.09	41364.67	39404.94	34215.12	43374.02
Cash Awards: \$2000 - \$2999: Average Amount	2240.47	281.39	20.66	1267.23	4.33
Cash Awards: \$3000 - \$3999: Awards Given	685	5.87	5.75	6.40	5.72
Cash Awards: \$3000 - \$3999: Total Amount	2224983	19030.61	18670.97	21556.98	18320.59
Cash Awards: \$3000 - \$3999: Average Amount	3248.15	413.71	29.92	1959.73	-20.79
Cash Awards: \$4000 - \$4999: Awards Given	219	2.17	1.82	2.33	2.12
Cash Awards: \$4000 - \$4999: Total Amount	918069	8864.80	7622.36	9302.33	8741.83
Cash Awards: \$4000 - \$4999: Average Amount	4192.1	521.46	38.69	2325.58	14.42
Cash Awards: \$5000 or more: Awards Given	249	1.66	2.15	1.16	1.80
Cash Awards: \$5000 or more: Total Amount	1589357	9632.53	13804.08	6831.40	10419.77



Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$5000 or more: Average Amount	6382.96	740.96	59.25	3415.70	-10.76

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance- based pay increases? If “yes”, please describe the trigger(s) in the text box.

a. Pay Increases (PWD) Answer No

b. Pay Increases (PWTD) Answer No

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Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	0	0.00	0.00	0.00	0.00

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD) Answer N/A

b. Other Types of Recognition (PWTD) Answer N/A

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## D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A



Note, the Department continues to work on obtaining applicant flow data.

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

c. Grade GS-14

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

d. Grade GS-13

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

Note, the Department continues to work on obtaining applicant flow data.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD) Answer No

b. New Hires to GS-15 (PWD) Answer No

c. New Hires to GS-14 (PWD) Answer No

d. New Hires to GS-13 (PWD) Answer No

The Department continues to work on obtaining applicant flow data. Our responses are based on the numbers identified in our workforce data tables.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTD) Answer No

b. New Hires to GS-15 (PWTD) Answer No



- |                              |        |    |
|------------------------------|--------|----|
| c. New Hires to GS-14 (PWTD) | Answer | No |
| d. New Hires to GS-13 (PWTD) | Answer | No |

The Department continues to work on obtaining applicant flow data. Our responses are based on the numbers identified in our workforce data tables.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

- |  |        |    |
|--|--------|----|
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD)          | Answer | No |

b. Managers

- |  |        |    |
|--|--------|----|
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD)          | Answer | No |

c. Supervisors

- |  |        |    |
|--|--------|----|
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD)          | Answer | No |

The Department continues to work on obtaining applicant flow data. Our responses are based on the numbers identified in our workforce data tables.

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

- |   |        |    |
|---|--------|----|
| i. Qualified Internal Applicants (PWTD) | Answer | No |
| ii. Internal Selections (PWTD)          | Answer | No |

b. Managers

- |   |        |    |
|---|--------|----|
| i. Qualified Internal Applicants (PWTD) | Answer | No |
| ii. Internal Selections (PWTD)          | Answer | No |

c. Supervisors

- |   |        |    |
|---|--------|----|
| i. Qualified Internal Applicants (PWTD) | Answer | No |
| ii. Internal Selections (PWTD)          | Answer | No |

The Department continues to work on obtaining applicant flow data. Our responses are based on the numbers identified in our workforce data tables.



workforce data tables.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWD)	Answer	No
b. New Hires for Managers (PWD)	Answer	No
c. New Hires for Supervisors (PWD)	Answer	No

The Department continues to work on obtaining applicant flow data. Our responses are based on the numbers identified in our workforce data tables.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWTD)	Answer	No
b. New Hires for Managers (PWTD)	Answer	No
c. New Hires for Supervisors (PWTD)	Answer	No

The Department continues to work on obtaining applicant flow data. Our responses are based on the numbers identified in our workforce data tables.

## Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer Yes

The HR Staff routinely convert eligible Schedule A employees at two years.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWD)	Answer	No
b. Involuntary Separations (PWD)	Answer	No

Based on the workforce data, there was one removal of a PWD as compared with four removals of persons without disabilities. This is a slight difference.



Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	5	0.12	0.03
Permanent Workforce: Resignation	307	2.60	2.33
Permanent Workforce: Retirement	300	2.01	2.31
Permanent Workforce: Other Separations	221	3.91	1.54
Permanent Workforce: Total Separations	833	8.64	6.21

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWTD) Answer No

b. Involuntary Separations (PWTD) Answer No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	5	0.00	0.04
Permanent Workforce: Resignation	307	1.10	2.36
Permanent Workforce: Retirement	300	2.21	2.29
Permanent Workforce: Other Separations	221	2.21	1.68
Permanent Workforce: Total Separations	833	5.52	6.38

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

Not applicable.

## B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.justice.gov/crt/section-508-home-page> <https://www.justice.gov/usao/eousa-equal-employment-opportunity>

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

<https://www.justice.gov/usao/eousa-equal-employment-opportunity>

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.



The EOUSA Office of Legal Education, in coordination with the EEO/DMS, General Counsel's Office, Strategic Communications Staff, and Office of the Chief Information Officer, continues to work on a Section 508 Compliance Guide for Designing Training Programs and Materials. The purpose of the guide is to provide guidance for ensuring information and communication technology that is developed, procured, maintained, or used is accessible and usable by individuals with disabilities either directly or by supporting the use of assistive technology. The EEO/DMS is also working to have an accessible copy of the Reasonable Accommodation USAPP.

## C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

United States Attorneys' Policy and Procedures No. 3-5.101.001 on Reasonable Accommodation provides that "a final disposition of the reasonable accommodation request should be made within 30 business days of the request or receipt of medical documentation in cases where medical documentation is required. Barring extenuating circumstances, the reasonable accommodation should be provided to the requestor no later than 15 business days from the disposition of the request." The EEO/DMS is modifying this language pursuant to EEOC's recommendation after our technical assistance visit.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

The EEO/DMS provides training on the Reasonable Accommodation Policy. EEO/DMS also provides training to reasonable accommodation coordinators. A training on the updated Reasonable Accommodation USAPP took place in March 2021.

## D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

*Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.*

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

The PAS policy and procedure is similar to the reasonable accommodation policy and procedure. Thus far, Districts that have used the PAS procedures have not encountered issues.

## Section VII: EEO Complaint and Findings Data

### A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer Yes



3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

There were no findings of discrimination.

## B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

There were no findings of discrimination.

## Section VIII: Identification and Removal of Barriers

*Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.*

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer No

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

The agency did not identify any barriers that affect employment opportunities for PWD or PWTD.

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

See the answer to No. 5 above.